

Area/Activity Assessed	Queen's School – COVID-19 (Step 4) MARCH UPDATE	Responsible Person	Sue Wallace-Woodroffe (Head)
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Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	<input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	<input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly <input type="checkbox"/>	<input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	<input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	<input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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This Risk Assessment was implemented on 14/07/2021 by Compliance Education and most recently reviewed on 03/12/2021 following updated Government guidance. It has been checked by the school's Head Teacher and SMT/SLT, School Trust and School Governors. It will be reviewed on a regular basis and when there have been significant changes in government, public health and local authority guidance. The risk assessment highlights all control measures the school have put in place to ensure the school is COVID-Secure for all staff, students, visitors and contractors, See the school Plan for further information on how these control measures will be implemented.

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after easing of restrictions	4	3	12	<ul style="list-style-type: none"> Where necessary the building has been deep cleaned before reopening. All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19 Parents will be made aware that due to increased natural ventilation, students should wear adequate clothing. breakfast club and after-school provision on both sites will operate as normal. Restrictions such as keeping students in consistent groups and wearing face coverings in communal areas is no longer necessary and is down to personal preference at both sites SS pupils and staff are no longer required to wear face masks in communal areas as per government guidance on Feb 21 2022. Mixing of year groups for activities has recommenced in line with changed guidance School will continue to regularly clean areas and equipment thoroughly including frequently touched surfaces. 	4	2	8	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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					<ul style="list-style-type: none"> All extra-curricular activities and out of school provision such as summer holiday school etc, will not require children to be allocated to a bubble. School will enable vaccine take up and enable staff who are eligible for a vaccination to attend booked appointments where possible (even if during term time). <p>Contingency Plans</p> <ul style="list-style-type: none"> For individuals or groups of self-isolating students, remote education plans are in place and school will provide this provision when necessary. <p>Ventilation</p> <ul style="list-style-type: none"> Adequate ventilation is provided whilst students and staff are on site, including air filters in rooms. Windows may be partially opened in conjunction with heating systems to maintain a comfortable balance. School will ensure any events held in the school i.e. plays etc will be in a location where ventilation is maximised. <p>Testing As part of Governments guidelines</p> <ul style="list-style-type: none"> All staff and pupils have access to coronavirus tests if required until supplies run out. Symptomatic individuals and those who record a positive test result will still be advised to self-isolate for 5 days. <p>Further guidance for staff can be found in the link below;</p> <ul style="list-style-type: none"> COVID-19 Response: Living with COVID-19 - GOV.UK (www.gov.uk) 				<p>School will consider involvement in the pilot project to measure CO2 levels and options to improve ventilation</p>

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2	Transmission of Covid 19 due to close contact	4	4	16	<ul style="list-style-type: none"> Staff will continue to minimise close, face to face contact with learners. Any additional spaces available should be used as breakout teaching areas to maximise the distance between learners and staff. Pupils are encouraged to go outside in breaktimes. A high level of respiratory and hand hygiene will be maintained by staff and students. School will maintain adequate ventilation in all used areas. Where learning will not be impacted by side by side seating arrangements teachers will be encouraged to employ these, to reduce face to face contact. To minimise close contacts, the school will limit access to the site where possible and appropriate to visitors and contractors, this includes drop off and pick up system at Lower School All students, staff and visitors will wash/sanitise hands before entering the building. Face masks are no longer mandatory although may be used for personal preference or at school's discretion if advised by Local Health Protection Teams. 	4	2	8	
3	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> Current UK Government Travel guidelines will be followed. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine. <p>Up to date information on travel requirements can be found in the guidance below: https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19</p>	4	1	4	

4	Staff and students displaying symptoms	4	4	16	<ul style="list-style-type: none"> • Head/SLT to be notified. • Staff and students displaying symptoms of Coronavirus will be sent home and asked to follow latest government guidance. • Where necessary, the infected person will be moved to a designated isolation room whilst arrangements are made for the person to be collected and taken home. A dedicated toilet has been made available in the medical room for SS pupils. In the case of a positive result, these areas will be deep cleaned before use. • Suitable PPE is available for staff. • Staff and students who have been in contact with anyone displaying symptoms will wash their hands thoroughly for 20 seconds. • A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ student needs and the activities required. • If a student/staff member is sent home as a suspected case, their work area will be cleaned/wiped down, with PPE available for staff. • Where students cannot attend site because they are isolating due to COVID, distance learning will be available via online learning. <ul style="list-style-type: none"> ○ SEND: school will work collaboratively with families to put in place reasonable adjustments ○ Access: school will work with families to ensure all students are able to access remote education (devices, internet etc) • If school identify several cases over a 10 day period, we will contact Local Health Protection via the DFE helpline for further advice on 0800 046 8687 and select option 1. <p>Positive Result Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.</p> <p>Further guidance for staff can be found in</p> <ul style="list-style-type: none"> • <u>Schools COVID-19 operational guidance (applies until Step 4) - GOV.UK (www.gov.uk)</u> 	4	2	8
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		Severity	Probability	Risk		Severity	Probability	Risk	
5	Unable to social distance on public transport	4	4	16	<ul style="list-style-type: none"> Public Transport Staff and students are advised to follow current government guidelines. Wearing of face masks whilst travelling on public transport is advised, but no longer mandatory. The school will endeavour to encourage staff and students to walk or cycle to school. Students are no longer required to wear face coverings when travelling on school dedicated transport however this is still advised. 	4	2	8	
6	Unable to social distance when administering first aid	4	2	8	<ul style="list-style-type: none"> The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. The school will ensure all First Aiders receive refresher training as required. <p>For advice on CPR during COVID-19 please follow the link below https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>RIDDOR</p> <ul style="list-style-type: none"> The school will work closely with the Local Health Protection Team and follow their advice. The school will contact Compliance Education to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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7	Unable to social distance during emergency and fire risk mitigations	4	4	16	<ul style="list-style-type: none"> • Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. • All alarm and emergency lighting systems are maintained by appointed competent contractor. • Regular fire evacuation drills are practiced termly as a minimum. • All staff members receive fire awareness training at regular intervals. • Smoking prohibited in the building in line with current legislation • There is increasing evidence of the importance of circulating fresh air in reducing the risk of COVID-19 transmission. Ventilation also helps with reducing transmission of other respiratory infections such as influenza, with some research showing that being in a room with fresh air can in some cases reduce the risk of airborne transmission of COVID-19 by over 70%. • The school will therefore ensure adequate ventilation through keeping some external and internal doors propped open during normal working hours only. Staff are instructed to ensure all doors are closed when leaving the building during an evacuation • The COVID-19 fire procedure is explained to all staff members. 	4	2	8	

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8	Cleaning	4	3	12	<ul style="list-style-type: none"> A high standard of cleaning will be maintained. Cleaning checklists/ records to be kept. Additional cleaning should remain where required i.e. where toilets, outdoor / indoor equipment is being shared by different learning groups. PPE is provided for cleaning staff. Staff are trained in the safe use of PPE and COSHH. The school is cleaned with normal household disinfectant. Any contaminated (suspected/confirmed) waste should be double bagged and stored for 72 hours before disposal. All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). 	4	1	4	
9	Staff/Students at increased risk (CEV/ BAME/Expectant Mothers)	5	4	20	<ul style="list-style-type: none"> Staff / students who may be at an increased risk may attend the workplace/school as long as they are able to follow current control measures. Where necessary, individual risk assessments will be carried out with support from Compliance Education Staff/ students to follow advice given to them by their GP/Medical professional. Staff / students are to follow the latest government guidance at all times, regarding the workplace. Staff identified at increased risk can discuss with their manager, any additional controls they feel necessary. 	5	2	10	
10	Group Activities/ Lessons	4	4	16	<ul style="list-style-type: none"> Physical Education should take place outside where possible to maximise ventilation. All outdoor sports and supervised activities for students can take place without restrictions on attendance. Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside. All communal areas in use should remain well ventilated. CLEAPSS Covid 19 guidance will be followed for all DT, Science, Sports and Food Tech Practical lessons. School will remain vigilant and aware of the additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place. 	4	2	8	6

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11	Visitors/ contractors on site	4	4	16	<ul style="list-style-type: none"> • During school hours contractors or visitors will be allowed onto the school premises and into the school building by making a prior appointment as per normal school procedures • All contractors and visitors are instructed to report to the main school reception upon arrival. • All contractors and visitors are asked for verbal or written evidence to confirm the following statements: <ul style="list-style-type: none"> - I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days. - No member of my household are displaying symptoms or have tested positive for coronavirus within the last 10 days. - I have not travelled abroad to any country and returned without either completing a passenger locator form or taking the required COVID-19 tests within the last 10 days. - I have not been contacted by the NHS Test and Trace service within the last 10 days. • The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff. • Where possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so, • The school will adopt a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible • The school will continue with some parent teacher meetings on zoom 	4	1	4	
12	Educational Visits	4	4	16	<ul style="list-style-type: none"> • Individual local authority guidance will be followed if traveling between counties. • Local government transport guidance will be followed. 	4	2	8	Ensure any new bookings have adequate financial protection in place

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13	Lack over control over external clubs hiring the school facilities	4	3	12	<ul style="list-style-type: none"> The school will only allow external clubs and organisations to use/hire their facilities in line with latest government guidance. 	4	1	4	
14	Unable to stop the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> All staff and students are reminded on regular basis to follow good respiratory and hand hygiene to minimise the chance of transmission. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing facilities are available throughout the school. All staff and students are aware of best practise. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> All staff and students are encouraged to cover their mouth and nose with a tissue. Staff and students will wash hands after using or disposing of tissues. Spitting is discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> Staff will follow previously issued guidance for the donning / doffing of PPE. PPE in place for cleaners as per MSDS and/or COSHH risk assessments PPE in place for cleaners when completing a deep clean The correct PPE should be used when handling cleaning chemicals. PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. 	4	1	4	

15	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> • Suitable personal protective equipment is available - Fluid resistant type IIR surgical mask, disposable gloves and apron, disposable eye protection (where there is a risk of splashing). • Once used, all PPE is disposed of appropriately • Hands are washed before and after cleaning for at least 20 seconds. • Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. • Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids. <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected. • Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: • Use a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants. • If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses. • Staff will avoid creating splashes and spray when cleaning. • Any cloths and mop heads used will be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. 	4	1	4	
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					Clinical waste. <ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): Will be put in a plastic rubbish bag and tied when full. Waste will be stored safely and kept away from children. 				

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
		On 22 November– cases at the SS reached above threshold (5 cases per year group) so measures were put in place to reduce transmission. Masks for all pupils and staff in communal areas, limit mixing of year groups with changes to extra-curricular provision, lunches were changed to set times per year group, desks moved to face forwards, no singing indoors, PE lessons moved outdoors for affected year groups.			
		By 2 December, case numbers have since fallen below the threshold and Public Health have advised that school can return to normal as of 8 December.			
		Updated RA based on government guidance on Feb 21 st 2022			

Useful Websites

Health and Safety Responsibilities	https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
	https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm
	https://www.hse.gov.uk/services/education/faqs.htm#a1
Business Continuity Plan	https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings
Guidance for full opening – schools (published 2 nd July 2020)	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Current guidance on shielding	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Current guidance on Clinically vulnerable	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
Other nonmedical vulnerable people	https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
Providing extra mental health support	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
	http://www.educationsupport.org.uk/
	https://www.eventbrite.co.uk/e/dfе-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380
Behaviour Expectations	https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools
Remote Education Support	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res
	https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
	https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/

	https://edtech-demonstrator.lgfl.net/
	https://get-help-with-tech.education.gov.uk/about-bt-wifi
Coronavirus Symptoms	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus
Stay at home guidance	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
Arranging a Test	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Testing and Tracing	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
Contacting your Local Health Protection Team	https://www.gov.uk/guidance/contacts-phe-health-protection-teams
Guidance on staff wearing PPE	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Site Manager/Caretaker	https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm
	https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown
	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
Cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Catering	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
Safer Travel	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Educational Visits	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings
	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Extra-curricular provision	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-

	during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
Physical Education and Sports	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
	https://www.sportengland.org/how-we-can-help/coronavirus
	https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf
Science and Design Technology	http://www.cleapss.org.uk/
	https://www.ase.org.uk/resources/health-and-safety-resources
	https://www.data.org.uk/for-education/health-and-safety

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date
S Wallace-Woodroffe	<i>S. Wallace-Woodroffe</i>	2/9/21 & 6/12/21	S Wallace-Woodroffe	<i>S. Wallace-Woodroffe</i>	1/03/2022
Joanne Keville	J Keville	2/9/21 & 6/12/21	Joanne Keville	J Keville	March 1 2022
Suzy Lockley	<i>Suzy Lockley</i>	02.09.21 & 06.12.21	Suzy Lockley	<i>Suzy Lockley</i>	07.03.22
R Wilson	<i>R Wilson</i>	03/09/21 & 6/12/21	R Wilson	<i>R Wilson</i>	07/03/2022
Lorraine Jones	C L Jones	03/09/21 & 6/12/21	Lorraine Jones	CLJones	1/3/2022
A Riley	A Riley	03/09/21 & 7/12/21	A Riley	A Riley	1/3/2022
Tricia Potter	Tricia Potter	03/09/21 & 7/12/21	Tricia Potter	T Potter	15/3/22
Iona Carmody	Iona Carmody	03/09/21 & 6.12.21	Iona Carmody	I.Carmody	1/03/22
Jane Archibald	Jane Archibald	03/09/21 & 6/12/21	Jane Archibald	Jane Archibald	07/03/22

Jack Sheldrake	<i>Jack Sheldrake</i>	03/09/21 06/12/21	Jack Sheldrake	<i>Jack Sheldrake</i>	07/03/2022